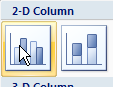
Excel 2007

The Power tool of choice for Data decisions and integrated technology lessons

Round Rock ISD  
Summer 2009-2010 EdTech Professional Development

Favorite Animals Pictographs Activity

1. Open Excel 2007
2. Create a chart for your data.
   1. 2 columns, one for animals and one for the number
   2. Include between 4 and 6 animals
3. Select the cells beginning with the first animal and include all animals and numbers
4. Click on the Insert Tab. 
5. Select Columns—2D Column  
6. The graph should appear on the page.
7. Click the first animal bar, ensuring it is the *only* bar selected
8. Right click on the bar and choose Format Data Point
9. Select Fill – Picture or Text Fill
10. Select Clip Art and choose your animal (make sure Include content from Office Online is checked)
11. Select Stack and Scale with 1 units/picture
12. Click Close
13. Continue for each animal on your graph.
14. Click on Chart Tools tab
15. Click on Design
16. In Chart Layouts, choose the first layout.
17. “Chart Title” appears on your graph. Double click it and title your graph.

Payments Due Activity

1. Open Excel 2007
2. In A2, type June 2010
3. Click on cell A2. Move the cursor to the bottom right side. The cursor becomes a black plus sign. Hold the mouse button down and drag down to cell A15. The months of the year through June 2011 will auto-fill in.
4. In cell D1, type *Loan Amount*
5. In cell D2, type *Payments*
6. In cell D3, type *Balance*
7. In cell E1, type 10,000.
8. In cell E2, type =sum( and select cells b5:b17 and type )
9. In cell E3, type =(E1-E2)
10. Fill in dollar amounts in B5 through B17
11. To format the dates, select all the dates and right click.
    1. Click Format Cells
    2. Click on the Number tab and select Date and choose the format you prefer.
12. To format the dollar amounts, select all the cells and right click.
    1. Click Format Cells
    2. Click on the Number tab and select Currency. Click on the option you want.

If I had a Million

1. Open a Blank Excel Workbook
2. Save the Workbook “If I had Million”
3. Copy the spreadsheet below into Sheet 1
4. Rename the Sheet to My Million
5. Change the Tab Color to Red



1. Input the amount of money you might spend in each category under the label cost (Cells C6-C8, C10-C13, C15-C17, C19-21, C23-25)
2. Calculate the value of our Household Items: In cell C5, type **=SUM(highlight cells C6-C9)**
3. Repeat this for each category
4. Find the Total Spent: In Cell F3, type **=SUM(C5,C9,C14,C18,C22)**
5. In Cell F4, calculate the balance: type **=1000000-F3**

Formatting Cells:

1. Holding the Control Key, highlight cells A5-F5, A9-F9, A14-F14, A18-F18, A22-F22)
2. Change the Font, font size, and fill color
3. Highlight all currency while holding the control key. Select the $ sign under the currency field on the Home tab. Change to the desired currency.
4. Highlight cells A1-F1 and select the Merge and Center button. Change the font, size, and fill color.
5. Using the control button for highlighting, select cells in the following order: A5, C5, A9, C9, A14, C14, A18, C18, A22, C22
6. On the Insert Tab, select the exploding pie chart
7. Right click in the chart area and select move chart
8. Select to a new sheet and title the sheet
9. Click on the chart and select the Layout button to add titles

Sort and Filter

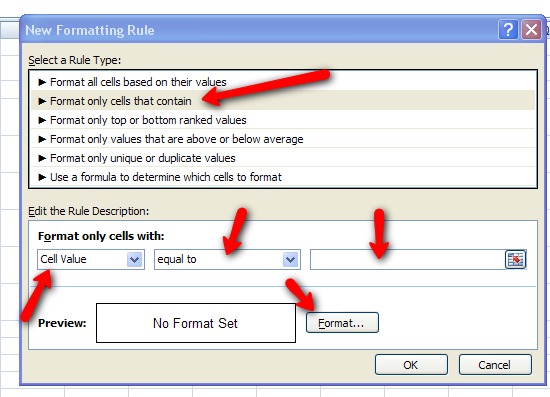
1. Open the Sort and Filter Activity
2. Begin in cell A2 and highlight all names, grades, and gender
3. Select Sort and Filter from the Home tab
4. Sort A to Z (Notice that only the names, grades, and genders were sorted…not the titles)
5. Highlight Cells A2-C2
6. Select the Sort and Filter button and choose Filter
7. Notice the drop down arrows next to each title. Select the drop down next to Gender and select males only.
8. Select the Data tab and notice the Sort and Filter options. Click on the Filter Icon to clear all filtering.

Self Check Quiz

1. Write a question in each cell A6-A10.
2. In Cells C6-C10, write the following formula substituting the word Answer for the actual answer: =IF(B6="Answer","YES","NO"). Change the cell name (B6) to the appropriate cell based on the question.
3. Give your quiz a title using the Merge and Center feature, font, and fill
4. Format other cells according to size and desired appearance

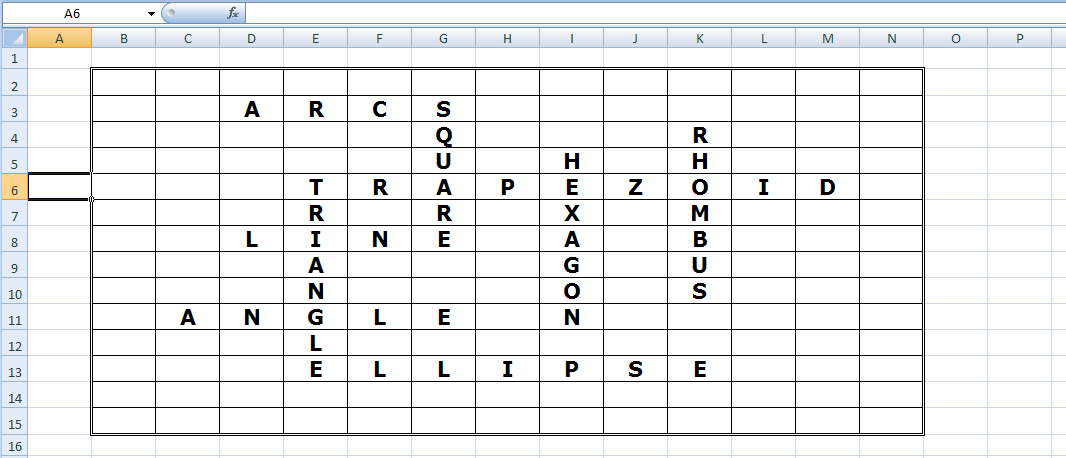
Lonely Bingo

1. Create a BINGO grid from cells A4-E4 and down to row 9. Type B I N G O in cells A4-E4.
2. Type Lonely Bingo in Cell A2 then use the Merge and Center feature to center the title appropriately. Change size, font, fill, etc.
3. In Cells A5-E9 you will create a comment in each cell that contains a question you want students to answer.
4. To create a comment, right click inside a cell and select “Insert Comment”
5. Type your desired question then click in a different cell to hide the comment.
6. If you make a mistake, you can right click in the cell to Edit the comment or Delete it.
7. For each cell, you will use Conditional Formatting to cause the color, font, etc. of the cell to change after a response is given.
8. Select the cell you want to format and select Conditional Formatting from the Home tab.
9. The select New Rule
10. Select Format Only Cells That Contain
11. Select “Cell Value” and “Equal To” then type the correct answer in the blank.
12. Select Format to change the color, font, etc of the cell.
13. Repeat for all cells in the Bingo grid.
14. Format Bingo as desired.

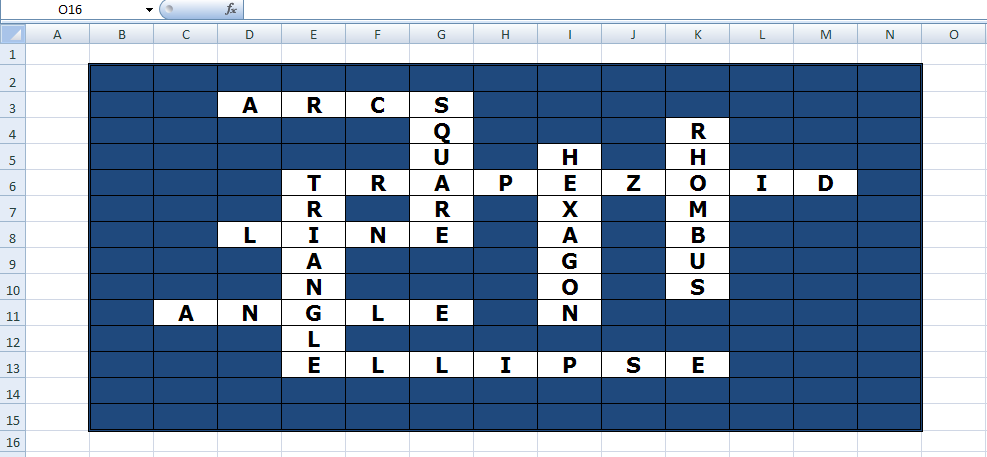


Geometric Vocabulary Crossword

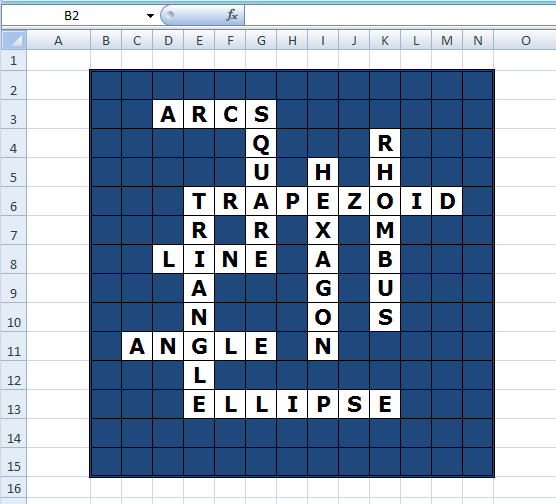
1. Open a blank Workbook
2. Save the Workbook as Geometric Crossword Puzzle
3. Rename sheet 1 to Crossword and change the tab color
4. Start in cell D# and enter the word ARCS (D3-G3)
5. Continue entering the remaining 8 geometric vocabulary words as shown below 7.
6. Select B2-N15
7. Choose the Alignment Dialog Box Launcher
   1. Choose the Alignment Tab
      1. Change the Horizontal and Vertical settings to Center
   2. Choose the Font Tab
      1. Change the Font to Verdana (or your preference)
      2. Change the text to Bold and 16 pt.
   3. Choose the Border Tab
      1. Change the Outline to Double Line
      2. Change the Inside to Single Line
   4. Click OK. You should have the following



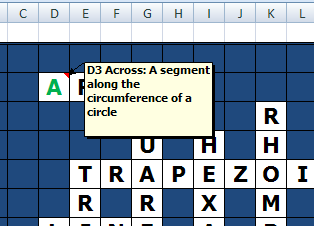
1. Select all cells that do not have letters. Use your Ctrl so that all blank cells are selected
2. Choose the Alignment Dialog Box Launcher
   1. Click on Fill
      1. Choose a blue fill and click OK. You should have the following:



1. Select B2-N15
   1. On the Home tab, choose Format Cells from the Cell group
      1. Set the Row Height to 22
      2. Set the Column Width to 3.7

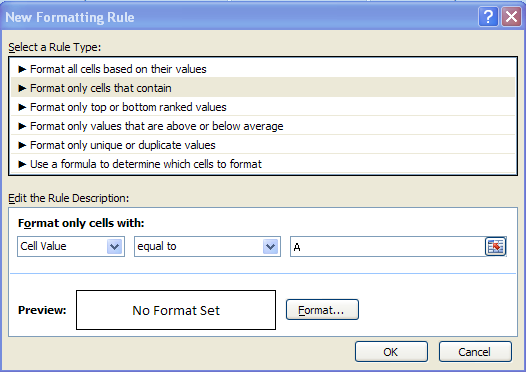


1. Select D3 (A)
   1. Right Click and choose insert comment
   2. Type the first clue for ARCS (Don’t forget to enter D3 before entering the clue)



* 1. Click on the outside of the crossword puzzle to deselect the comment
  2. When you need to insert a horizontal and vertical clue, use the same cell comment box using spaces between each clue
  3. Insert the remaining clues

1. Select D3
   1. Choose Conditional Formatting from the Styles Group on the Home Tab
   2. Select the New Rule Command
   3. Under New Rule Command, choose “format only cells that contain”
   4. Change cell value to “equal to” and Cell to “A”
   5. Click on format and change the text color to Green
   6. Click OK Twice
   7. The letter A for ARCS should be Green
2. With D3 still selected, create a new rule
   1. Under New Rule Command, choose “format only cells that contain”
   2. Change cell value to “Not Equal to” and Cell to “A”



* 1. Click on Format and change the text color to Red
  2. Click OK Twice
  3. Repeat for the first letter of each word

1. Rename Sheet 2 to Clues and change the tab color to Red
2. Type the Clues to all the Vocabulary words in the crossword puzzle.
3. Adjust Rows and Columns